

STUDENT CAREER EXPERIENCE PROGRAM WORKING AGREEMENT

between

FEDERAL AGENCY

EDUCATIONAL INSTITUTION

(address)

(address)

This agreement is the basis for developing mutual understanding and respective responsibilities between a Federal agency and qualifying educational institution in the employment of Student Career Experience Program students. The SCEP is a planned, progressive educational program that provides for the integration of a student's academic studies and Federal work experience with the potential of noncompetitive conversion into the Federal career service. It is consistent with guidance contained in the Code of Regulations, Student Career Experience Program, and the agency's policy. The reverse side of this agreement describes general responsibilities of Federal SCEP participants.

A. Student Eligibility

A prospective SCEP student must:

1. Be at least 16 years old;
2. Be a U.S. citizen or national (permanent resident, in absence of qualified citizen);
3. Meet the agency's policy on nepotism;
4. Meet security or fitness requirements;
5. Other: _____

B. Selection

An agency may appoint students who:

1. Are enrolled in and recommended by the school's SCEP/Program coordinator.
2. Are in good academic standing;
3. Meet qualification standards of the position;
4. Other: _____

A SCEP student is appointed on a Schedule B 213.3202 appointment which may not extend beyond 120 calendar days after satisfactory completion of educational and study-related work requirements.

C. Pay and Benefits Information

1. Students are paid in accordance with established pay schedules.
2. Benefits for which students may be eligible include:
 - Retirement
 - Life and Health Insurance
 - Vacation, Sick, and Holiday Leave
 - Tuition Assistance
 - Travel and Transportation Payment
3. Other: _____

D. Work Schedules

1. Each work experience must be planned consistent with the student's academic studies or career goals and be designed to meet the minimum study-related work hours required for conversion.
2. Schedules may be:
 - Full-time
 - Part-time
 - Combination of Both
3. Part-time students must work a minimum of about 16 hours per week with at least a 1/2 time academic courseload.

E. Performance Appraisal

1. Performance appraisals are required for SCEP students consistent with the agency's appraisal system. Results should be shared with schools;
2. If a student's performance falls below Fully Successful, he/she may be given an opportunity to improve or will be separated from the program.
3. Other: _____

F. Employment After Completion of SCEP Requirements

1. Within 120 calendar days after completing educational requirements, the employing agency may noncompetitively promote and convert a student to a career or career-conditional appointment;
2. Students must have satisfactorily completed study-related work hour requirements of the Federal SCEP--that is, 640 work hours;
3. Students must meet citizenship and employment of relatives requirements by the date of conversion;
4. Trainees disqualified from continuing in the SCEP or not converted must be terminated.

Full consideration will be given to all qualified applicants without regard to race, color, creed, religion, national origin, sex, age, disability, or political or personal favoritism.

For Educational Institution:

For Federal Agency:

Signature

Date

Signature

Name

Title

Title

Office

Telephone No.

Date